

			Scope		Workstreams Status				Budget	
Workstream Name	Short Workstream Description	Chief Exec Sponsor	Surrey First Strategic Objectives	Workstream Objectives	Key Risks	Key Issues	Status update	Next Milestones	Planned Spend	Actual Spend
Human Resources	Examine options for various levels of HR shared service delivery	Stephen Weigel to 10 th November 2010 Mary Orton from 11 th November 2010	Significant savings Increased resilience Improved efficiency Foster innovation Secure external funding, Other resource and support	Develop a Surrey wide integrated workforce strategy Secure external funding and other resource to support increased shared working and co-delivery Analyse workforce profile by age and work area to bring forward options for staffing reductions through flexible retirements and other similar initiatives plus redeploy staff across Surrey Reduce barriers to shared service delivery and building best practice Establish a programme of workforce development to secure and support succession planning and resilience (possibly through a Surrey wide competency framework) Establish a Surrey wide training and development programme that targets needs and priorities in a proportionate way Establish a Surrey Academy for shared leadership and development	Failure to achieve a consensus Trade union and staff process delays to achieve outcomes within timescale Friction in achieving changes in employment policies and terms & conditions where they are less favourable for specific partners Insufficient resource to manage conflicting priorities Changes in priorities following elections		SPOG as the group that is currently leading and delivering the work has continued to meet regularly in order to progress this work and align outcomes to the Project Initiation Document for the work-stream approved at the July 2010 Joint Committee. A draft single set of harmonised HR policies and terms and conditions have been circulated to all council personnel leads & agreed, to assist those councils who wish to move towards to review their policies should they wish to opt into these in the future. Workforce age profile completed including a more detailed analysis of age profile of support services (HR, ICT, Audit and Legal) completed and circulated to all Chief Executives. Paper produced on options for changing terms and conditions and circulated to all Chief Executives for their responses. Joint agreement between SPOG and SCITO that the self service Midland Trent provides the most suitable rationalised HR system for boroughs and districts to move towards in the future. Paper produced for Surrey Chief Execs meeting on 10 September proposing a range of measures to reduce workforce size at minimal cost As Head of HR vacancies occur authorities continue to assess options and opportunities for joint posts or other shared service provision. Meeting held 23 August reviewed the HR service model used at SCC. Paper produced for Surrey Chief Execs meeting on 10 September proposing a range of measures to reduce workforce size at minimal cost. An update paper on the HR work-stream was presented to the Surrey Chief Executives at their October meeting. HR Lead attended Surrey Waste Partnership workshop on 28 September to ensure joint working between HR and waste work-streams Different models of shared HR service researched including a visit to Dover on 28 September to see the East Kent partnership Strategy day held 22 October to evaluate the different models and select the most appropriate for Surrey First. Paper produced for Joint Committee setting out the evaluation and recommended model.	Produce paper on proposed approaches to reducing staff numbers at minimal cost 24 September. Visit to Dover to learn from the best practice of the East Kent Partnership HR shared service 28 September. Away day to design and agree a structure for HR shared service 22 October. Stakeholder engagement workshop to agree focus of shared training programme 22 October. Produce paper on proposed structure for a HR shared service 12 November. Develop the shared training programme 17 December. Audit of HR skills across the 12 Surrey councils to assess capability and resilience (November) Further development of the matrix model of partnerships to increase efficiency savings (ongoing)		nil